

ROUTING AND RECORD SHEET

Subject: Position Summaries for the DS&T "Rotational" Assignment Program

From: James V. Hirsch
 ADDS&T
 6E60 Hqs

DDS&T-1135-88
 12 December 1988

25X1

To: (Officer designation) * Date *
 rec'd fwd'd init Comments:

1.) D/FBIS

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14 Dec

W/see - no later than 6 Jan

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D/FBIS

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SA/CD

15 Dec

Position summaries (attached) fwd to DS&T, 5 Jan 89.

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OD/FBIS

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C/Personnel

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- Action. Please validate current positions with Group chiefs, update or modify as needed. h

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FBIS Registry

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Please file

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SECRET

DDS&T-1135-88
13 December 1988

MEMORANDUM FOR: Director, National Photographic Interpretation Center, DS&T
Director, Foreign Broadcast Information Service, DS&T
Director of Development and Engineering, DS&T
Director of Research and Development, DS&T
Director of Technical Service, DS&T
Director of SIGINT Operations, DS&T
Director of Special Projects, DS&T
Director of Scientific and Weapons Research, DI

FROM: James V. Hirsch
Associate Deputy Director for Science and Technology

SUBJECT: Position Summaries for the DS&T "Rotational" Assignment Program

1. The time has come to make preparations for the FY 1989 DS&T Rotational Assignment Program. Favorable results of the pilot running in FY 1988 exceeded our expectations. It appears that such a program satisfies a real need in career development within the Directorate. This year, the Office of Scientific and Weapons Research has agreed to participate in the program and we will be including people and positions from that office. We intend to provide you with the feedback we have received from those participating in last year's program in order to fine tune our support to program participants. There is, however, one important factor that we should consider from the outset to maintain a successful program, that is, the need for parent organizations to keep in contact with their participants on a fairly regular basis.

2. As with the exercise last year, we need to inform, as best we can, DS&T and DI employees who may want to participate in the Directorate's Rotational Assignment Program. We intend to make available one-page descriptions of some of the work performed at the GS-13, GS-14 and GS-15 levels within the Directorate as reflected in the positions used last year and in any new ones to be added. Therefore, you should submit additional summaries, delete obsolete summaries and modify existing summaries, if necessary. Attached for your reference are your office summaries of last year.

3. In order to meet the schedule, I will need your office's position summaries no later than 6 January. They will be reviewed for consistency and completeness, given to NPIC to reproduce, and disseminated to each office the week of 23 January. We will send 20 to 30 copies to each personnel office.

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INTERNAL USE ONLY
WHEN SEPARATED FROM
SECRET ATTACHMENTS

SECRET

25X1

SUBJECT: Position Summaries for the DS&T "Rotational" Assignment Program

4. As we did last year, attached are position summaries written for three positions on the DS&T staff. Please follow this format when summarizing your positions. Also, please note the following when putting your package together:

- Limit each summary to one page.
- Classify each page.
- Keep classification SECRET or less.
- Allow at least 1 inch for the left-hand margin so that there will be room for binding.
- Keep the description of duties concise.
- Do not exaggerate skills/knowledge required; employees will be in the position a year, not a lifetime.
- Be sure to include special working conditions--unusual travel, overtime, transportation conditions can be important factors.
- Pay special attention to the "development opportunities" section; this information is not routinely provided on regular vacancy notices.
- These are not vacancy notices, so please do not limit yourself to describing vacant positions. The summaries should describe a substantial number of positions within your office. Describe your "bread and butter" work first--then, time permitting, summarize the more highly specialized or single-incumbency jobs.
- Include management positions, especially ones that do not have deputies. Working as a deputy division chief or deputy branch chief for a year is a good way for a manager to learn how other components operate without being primarily responsible for the work.

5. Please forward your summaries to [redacted] Office of the Director of Management and Planning/DS&T, Room 6E60 Headquarters, no later than 6 January. If you have any questions, please contact me on [redacted]

[redacted]
James V. Hirsch

Attachments:
As Stated

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Title: Visual Information Specialist
Grade Range: GS-13
Incumbency: multiple
Office: Directorate of Science and Technology (DS&T front office staff)
Location: Room 6E61 Headquarters

Key Duties:

1. Prepares variety of graphic materials for presentation and publication purposes for DS&T offices, the Office of the Comptroller, and various other Agency and Intelligence Community components.
2. Provides day-to-day guidance, training, and project supervision to more junior VIS.
3. Operates variety of standard and computer-graphics equipment to perform tasks.
4. Counsels customers on appropriate presentation and publication formats.

Skills/Knowledge required:

1. Experience in the preparation of graphics materials for briefing and publication purposes.
2. Expertise in one or more areas of graphic design/illustration.
3. Familiarity with basic computer graphics tools.
4. Experience with working on graphics projects as part of a team.

Special working conditions: occasional overtime required

Development Opportunities:

1. Learn to use the Dicomed computer graphics system to produce graphics.
 2. Gain general insight into the programs and activities of several DS&T components (ORD, FBIS, OSO, OSP, MMAC) as well as other Agency and Intelligence Community offices which request graphics support from this staff.
 3. Learn how this staff interacts with the Printing and Photography Division of the Office of Logistics to get final production support.
 4. Learn how this staff controls production, maintains quality, integrates computer and manual production, etc.
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For additional information: contact

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Administrative - Internal Use Only

Title: Chief, Visual Information Staff
Grade Range: GS-14
Incumbency: single
Office: Directorate of Science and Technology (DS&T front office staff)
Location: Room 6E61 Headquarters
Availability: position available only if incumbent is reassigned

Key Duties:

1. Supervises the DS&T Visual Information Staff which comprises five visual information specialists at headquarters and one at
2. Handles all aspects of personnel management including selection of employees, training, evaluating performance, career development counseling, recommending promotion, etc.
3. Supervises production, ensuring that work is equitably assigned, equipment is properly used, deadlines are met, and standards for quality are met.
4. Maintains contacts with officials in the offices serviced by the staff (FBIS, OSP, ORD, OSO, MMAC, Comptroller's office, Intelligence Community Staff, etc.).
5. Develops and implements plans to improve productivity, product quality, and personnel skills.

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Skills/Knowledge required:

1. Experience in the preparation of graphics materials for briefing and publication purposes.
2. Supervisory experience.
3. Familiarity with computer graphics tools.

Special Working Conditions: occasional overtime required

Development Opportunities:

1. Gain general insight into the programs and activities of several DS&T offices as well as other Agency and Intelligence Community offices which request graphics support from this staff.
 2. Learn how this staff interacts with the Printing and Photography Division of the Office of Logistics to get final production support.
 3. Learn how this staff controls production, maintains quality, integrates computer and manual production, etc.
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For Additional Information: contact

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Administrative - Internal Use Only

Title: Planning Officer/Office Referent
Grade Range: GS-13 - GS-15
Incumbency: multiple
Office: DS&T/Planning and Resources Staff
Location: Room 6E60 Headquarters
Availability: positions are rotational only--usually for two years; available intermittently

Key Duties:

1. Represents the interests of an office (or offices) within the Directorate in matters relating to budget and resource planning.
2. Acts as the Directorate focal point/planning officer for a variety of activities (e.g., strategic planning, strategic ADP planning, interaction with the DO or DI, treaty monitoring, JASONS research program).
3. Supports the DS&T Board of Directors by proposing and producing staff papers on Directorate-wide resource and planning issues. Draws conclusions and recommends actions.
4. Represents the Directorate on inter-Directorate and inter-Agency committees and task forces.

Skills/Knowledge required:

1. Some familiarity with the budget process.
2. Analytical ability.
3. Writing skills.
4. Reputation for having initiative and sound judgment.

Special working conditions: occasional overtime required

Development Opportunities:

1. Become knowledgeable about the Agency, OMB, and Congressional budget process.
2. Become familiar with the programs of at least two offices within the Directorate.
3. Become familiar with the management style and philosophy of the DDS&T and ADDS&T.
4. Have the opportunity to personally influence decisions made by senior Directorate officials.
5. Interact with planning officers and managers from Directorate and Agency offices to acquire information, coordinate papers, and recommend action.

For Additional Information: contact

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Administrative - Internal Use Only

ADMINISTRATIVE - INTERNAL USE ONLY

Title : Media Analysis Officer
Grade Range: GS-13/15
Incumbancy : Multiple
Office : Foreign Broadcast Information Service
Location :

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Key Duties:

1. Employs complex and unique methodology in the analysis and research of foreign public media subject to central control, notably the media of communist countries and nonruling communist parties and insurgencies.
2. Prepares weekly and other written draft analyses and provides substantive review (GS-14/15) of important foreign political and policy developments and issues of interest to the U.S. foreign affairs community. Analyses may be self-initiated or in response to community requests.
3. Provides substantive feedback and guidance to other FBIS Headquarters components and field bureaus engaged in the collection and processing of information derived from foreign public media.
4. In addition to daily participation in Group's substantive analysis and reporting mission, branch and division chiefs (GS-14/15) engage in appropriate nonsubstantive supervisory and managerial control and oversight of subordinate employees.

Skills/Knowledge required:

1. Advanced degree in appropriate field of study, authoritative knowledge of communist foreign and domestic policies, and broad knowledge of and interest in international issues and developments.
2. Demonstrated ability to analyze, logically interpret, and derive intelligence from the content and behavior of foreign public media. (Test given)
3. High self-motivation with ability to engage in rigorous research and work with considerable discipline and independence.
4. Excellent writing skills with ability to clearly present and document the results of analysis and research.
5. Knowledge of U.S. policy concerns and of the analytical needs of major consumers of FBIS analyses in U.S. policymaking and intelligence agencies and departments.

Special working conditions: occasional overtime required.

Development Opportunities:

1. Learn how public media are used in communist and other countries to influence and manipulate foreign and domestic audiences and gain insight into the importance of public media in revealing what is happening in those countries.
2. Improve knowledge of analytical processes and the ways in which they are used to produce finished intelligence.
3. Learn to use various computer database systems for the storage, retrieval, and processing of information.
4. Develop extensive working-level contacts within the Community's analytical offices.

For additional information contact:

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ADMINISTRATIVE - INTERNAL USE ONLY

Title : Special Assistant for Modernization
Grade Range: GS-14
Incumbency : Single
Office : Foreign Broadcast Information Service
Location :

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Key Duties:

1. Represents and looks after Analysis Group (AG) interests in all aspects of the FBIS-wide technological upgrade and modernization of its information processing and publication system known as AFS.
2. Works closely and coordinates continuously with staff of FBIS Engineering Support Group, Lockheed Electronics Company, OIT, and other commercial and government representatives involved in AFS and other technological projects and activities of interest to AG.
3. Consults and coordinates with AG analysts, research and publications personnel, and senior management in furtherance of ongoing and future technological projects and goals with the aim of insuring systems compliance with user needs and requirements.

Skills/Knowledge required:

1. General knowledge of and experience in working with computerized information processing and publishing systems.
2. Specialized knowledge of or ability to quickly learn the FBIS-wide AFS system and its classified segment due to be activated in 1989.
3. Ability to work with and get along with people in the technical and scientific fields while at the same time insuring full compliance with system specifications and protecting AG interests.
4. Excellent speaking and writing skills with an ability to clearly and concisely present factual and conceptual information.
5. Understanding of or ability to quickly and completely learn about AG's analytical and research methods and procedures and their relevance to current and future automated information processing/publishing and database systems.

Special working conditions: Requires occasional out-of-town travel, usually for 1 to several days.

Development Opportunities:

1. Become more familiar with a variety of existing and new computer systems and programs which FBIS subscribes to or uses such as SAFE, Delta Data, VM, AIM, Wang, and PC-based applications.
2. Become familiar with or enhance knowledge of existing or planned FBIS-wide computer systems and programs.
3. Learn about commercial information systems of interest to and possible application to FBIS/AG such as LEXIS/NEXIS and SOVSET.
4. Develop awareness of corporate procedures and methods of operation as they apply to government contractual work.

For additional information contact:

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Title : Electronic/Project Mgmt Engineer
Grade Range: GS-13/15
Incumbency : Multiple
Office : Foreign Broadcast Information Service
Location :

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Key Duties:

1. Plans and coordinates engineering activities to provide close technical support to FBIS headquarters components and 18 field installations.
2. Coordinates and supervises repair and maintenance of headquarters and field equipment, managing maintenance contracts and ensuring that appropriate stocks of parts and spare equipment are maintained.
3. Carries out system design projects, detailing specifications and schematics for equipment fabrication or contractual documentation.
4. Analyzes and evaluates advanced collections and signal processing equipment and technical systems and makes recommendations.
5. Participates in evaluation and selection of new receiving, recording, and communications equipment and in planning for upgrade of headquarters and field technical plants.
6. Coordinates support for new personal computer local area network automation system presently being installed in field installations.
7. May serve as COTR on external contracts, supervise and evaluate contractor performance, and maintain contracts with commercial vendors.

Skills/Knowledge required:

1. A degree in electrical engineering or physics.
2. Experience in the fields of radio reception technology, communications including terrestrial and satellite systems, and electronic equipment operation, testing, and maintenance.
3. Familiarity with personal computer hardware and software systems including local area networks.
4. Familiarity with the Agency contracting process.

Special working conditions: Opportunity for overseas and domestic TDY travel.

Development Opportunities:

1. Become involved in researching and evaluating the latest technology in the receiving, recording, storage, retrieval, and transmission of information.
2. Become familiar with the operation and maintenance of an important PC-LAN field automation system.
3. Become familiar with new advances in communications technology (digital, spread spectrum, etc.), tracking developments in the commercial market and recommending improvement in the office systems.

For additional information contact:

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ADMINISTRATIVE - INTERNAL USE ONLY

ADMINISTRATIVE - INTERNAL USE ONLY

Title : Computer Systems Analyst
Grade Range: GS-13/14/15
Incumbency : Multiple
Office : Foreign Broadcast Information Service
Location :

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Key Duties:

1. (GS-15) Serves as Deputy Chief of Headquarters Engineering Division, Engineering Support Group, FBIS. The division consists of over 50 employees in four branches: User Support Branch, Training Branch, Automated FBIS System Branch (Data Center), and Engineering Branch. Assumes responsibility for Strategic ADP Planning, budget preparation and execution, and personnel planning and development.
2. (GS-13/14) Serves as senior computer systems analyst in development of information processing systems and/or user support consultant within the Advanced Development Division or Headquarters Engineering Division, Engineering Support Group of FBIS;
3. Performs analysis of the operational environment of the new Automated FBIS System (AFS) to permit users a smooth transition from existing ADP systems.
4. Assists AFS users in writing and updating interest profiles to ensure correct delivery of a variety of incoming message traffic.
5. Converts and maintains data in AFS textual and relational data bases on DEC VAX mainframes.
6. Tests and evaluates new software and changes to existing software for data bases and acts as final authority for release of software into production status.
7. May serve as COTR for HW/SW maintenance contracts.

Skills/Knowledge Required:

1. Bachelor of science degree or equivalent experience in ADP, MIS, or computer science.
2. Strong verbal and written communication skills.
3. Solid interpersonal skills and demonstrated ability to work effectively as part of a team.
4. Experience in evaluation and presentation of technical information.
5. Applied experience in system software.

Special Working Conditions: Incumbent may be called upon to resolve system problems during off-duty hours.

Development Opportunities:

1. Gain familiarity with FBIS offices and how they interface with other S&T, Agency, and Intelligence Community components.
2. Learn system procedures for a DEC working environment and VMS operating system.
3. Play a significant role in shaping the evolution of a new computer system, including its impact upon field installations.
4. Gain insight into new advances in communications technology and their application in a practical environment.

For additional information contact:

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ADMINISTRATIVE - INTERNAL USE ONLY

Title: Section Chief
Grade range: GS-13
Incumbency: multiple
Office: DS&T/FBIS/Production Group
Location:

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Key Duties:

1. Supervises 4-8 Foreign Documents Intelligence Officers. Determines and assigns areas of responsibility to new section members, continuously reviewing their progress and providing guidance.
2. Monitors for accuracy and timeliness selections from foreign language open sources made by section members for publication in various reports and the quality of section performance in selection responsiveness, processing effectiveness and resource expenditures.
3. As required, evaluates and selects from open sources data responsive to requirements. Alerts consumers to items of interest. Translates or orders translations of selected items.
4. Acts as Branch Chief in his/her absence. Performs administrative or managerial duties as directed. Assists in interviewing and hiring applicants.

Skills/Knowledge Required:

1. Command of a foreign language and knowledge of a geographical and/or substantive area relevant to the Section.
2. Thorough knowledge of the geographical and/or substantive organization and functions of Agency and Community offices with section has contact.
3. Expertise in recognizing intelligence connectives in data in open sources relating to sensitive intelligence areas.
4. Demonstrated fluency in oral and written English language presentation skills.
5. Demonstrated supervisory potential and ability.

Development Opportunities:

1. Develop contacts and participate in a wide range of substantive, technical and educational functions ranging from machine translation to international terrorism, within the Community and in other Government and academic institutions.
2. Broaden and deepen substantive, area and language expertise in one or more subjects.
3. Acquire first-line supervisory experience.

For further information contact

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ADMINISTRATIVE - INTERNAL USE ONLY

Title: Branch Chief
Grade Range: GS-14
Incumbency: multiple
Office: DS&T/FBIS/Production Group
Location:

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Key Duties:

1. Manages Branch resources: determining job priorities, allocating staffing and funds to Sections in the Branch and assists Division chief in overall planning and in budget preparation and oversight.
2. Coordinates, manages and administers two to three Sections of 4-8 officers each responsible for monitoring foreign press and for providing foreign-language support. Supervises Section chiefs.
3. Coordinates and manages Branch's review of JPRS reports, evaluations of independent contractors, expenditures of funds, and liaison and contacts with consumers throughout the Intelligence Community.
4. Conducts recruiting trips, interviews new applicants, oversees grading of tests, and recommends hiring.

Skills/Knowledge required:

1. Prior creditable experience in a supervisory or comparable position.
2. Either previous experience working or training in one or more of the geographical areas or substantive fields which constitute the principal focus of the Sections within the Branch.
3. Demonstrated fluency in oral and written English-language presentation skills.
4. Knowledge of Agency and Intelligence Community organizations and operations as well as an awareness and understanding of world events and related intelligence requirements.
5. Judgment both in terms of ability to balance unlimited demands and finite resources and to ensure that the most qualified personnel are in the most suitable positions.

Development Opportunities:

1. Gain general insight into the activities of an office which deals primarily with open sources and combines collection and production
2. Develop contacts and participate in a wide range of substantive, technical and educational functions ranging from machine translation to international terrorism, within the Community and in other Government and academic institutions.

For further information contact

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